



UNITED STATES DEPARTMENT OF
AGRICULTURE

JUSTIFICATION FOR REQUESTED SECURITY CLEARANCE

Instructions: This form is to be prepared and submitted for each security clearance requested. The justification statement must specifically explain the need for access to classified national security information and the highest level of access required. See the following instructions for additional help.

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| EMPLOYEE NAME: | | AGENCY & OFFICIAL POSITION TITLE: |
| DATE OF BIRTH: | SSN: | STATUS: <input type="checkbox"/> Employee <input type="checkbox"/> Contractor <input type="checkbox"/> Other |
| POSITION SENSITIVITY LEVEL: <input type="checkbox"/> Special Sensitive (4) <input type="checkbox"/> Critical Sensitive (3) <input type="checkbox"/> Non-Critical Sensitive (2) | | CLEARANCE LEVEL REQUESTED: <input type="checkbox"/> TS/SCI (4) <input type="checkbox"/> Top Secret (3) <input type="checkbox"/> Secret (2) <input type="checkbox"/> Confidential (1) |

CLEARANCE JUSTIFICATION:

(Please read the attached instructions for acceptable justifications and further instruction. If a Temporary clearance is needed due to exceptional circumstances, please indicate in your justification.)

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|-------------------------|--|--|
| DATE OF REQUEST: | REQUESTING OFFICIAL: (printed) | REQUESTING OFFICIAL: (signature) |
|-------------------------|--|--|

I have read the justification statement above relating to the need for a security clearance. If granted, I will be required to sign a Nondisclosure Agreement at the time of my initial security briefing. I am also aware that if this clearance is granted at the Top Secret level that I will be subject to random drug testing.

EMPLOYEE'S SIGNATURE:
DATE:

JUSTIFICATION FOR REQUESTED SECURITY CLEARANCE FORM **INSTRUCTIONS**

All requests for security clearances require specific justification explaining the need for access to classified national security information as it relates to an employee/contractor's duties. Eligibility for access to classified information shall only be granted based on a demonstrated, foreseeable need for access.

Requests such as "...requires a security clearance in the performance of his duties..." without additional detail will not be accepted. All unacceptable requests will be returned for clarification. An appropriate and specific justification for access to classified information should clearly state:

1. *The level of clearance required*
2. *The specific duties that require access to classified information*
3. *Include where the access will occur and the frequency of access*

Employees requiring access to TS/SCI must provide detailed information to the following questions:

1. What SCI compartment levels are needed for this position?
2. On what will you be working that requires SCI access?
3. With whom will you be interacting?
4. What type of documents will you need to review?
5. What systems will you be accessing?
6. What other relevant information can you provide regarding the need for SCI access as it relates to your duties and your agencies mission?

In addition, **a SES level supervisor must sign all SCI requests.** If you have any questions, or if you need further assistance, please contact Susan Gulbranson, Chief of the Personnel Security Branch, at 202/205-9345.